



Office of the Attorney General
State of Texas

DAN MORALES
ATTORNEY GENERAL

October 31, 1996

Mr. John Lawhon
General Counsel
Texas Woman's College
P.O. Box 425497
Denton, Texas 76204-5497

OR96-2004

Dear Mr. Lawhon:

You ask whether certain information is subject to required public disclosure under the Texas Open Records Act, chapter 552 of the Government Code. Your request was assigned ID# 101915.

Texas Woman's University (the "university") received an open records request for "all the information (guidelines) concerning my case (Affirmative Action)." You have responded to the requestor, informing her that "we are not aware of any affirmative action 'case' and therefore cannot determine what records you are seeking." You have further asked the requestor to clarify her request.

When a requestor makes a vague request, the governmental body receiving the request should make a good faith effort to advise the requestor of the type of documents available so that the requestor may clarify the request. *See* Open Records Decision No. 87 (1975). In this instance, however, such a response may not be possible. Furthermore, the Open Records Act does not require a governmental body to obtain information not in its possession or to prepare new information in response to a requestor. Open Records Decision No. 445 (1986), 317 (1982).

Based on the facts before us, we conclude that the university has fulfilled its obligations under the Open Records Act by requesting in a timely manner that the requestor clarify her request. The university need not take any further action in this matter until such clarification is received from the requestor.

We are resolving this matter with an informal letter ruling rather than with a published open records decision. This ruling is limited to the particular records at issue under the facts presented

to us in this request and should not be relied upon as a previous determination regarding any other records. If you have questions about this ruling, please contact our office.

Yours very truly,

A handwritten signature in black ink, reading "Karen Hattaway". The signature is written in a cursive, flowing style.

Karen H. Hattaway
Assistant Attorney General
Open Records Division

RWP/KEH/ch

Ref.: ID# 101915

cc: Ms. Vanessa Ray
8161 Fannin Street #726
Houston, Texas 77054